HOW TO CREATE A TABLE SECTION

- You must run a report first and go to the results section. The table section will be created from the information in the results section.
- You use the tables section to place a limit that you do not want to affect other pivots, reports and tables.
- Remember any time you modify the results section; you are modifying everything in the Report.

Step 1:

1. Make sure you are in the **Results Section** and <**click**> on **Insert** and then **New Table**.

Step 2:
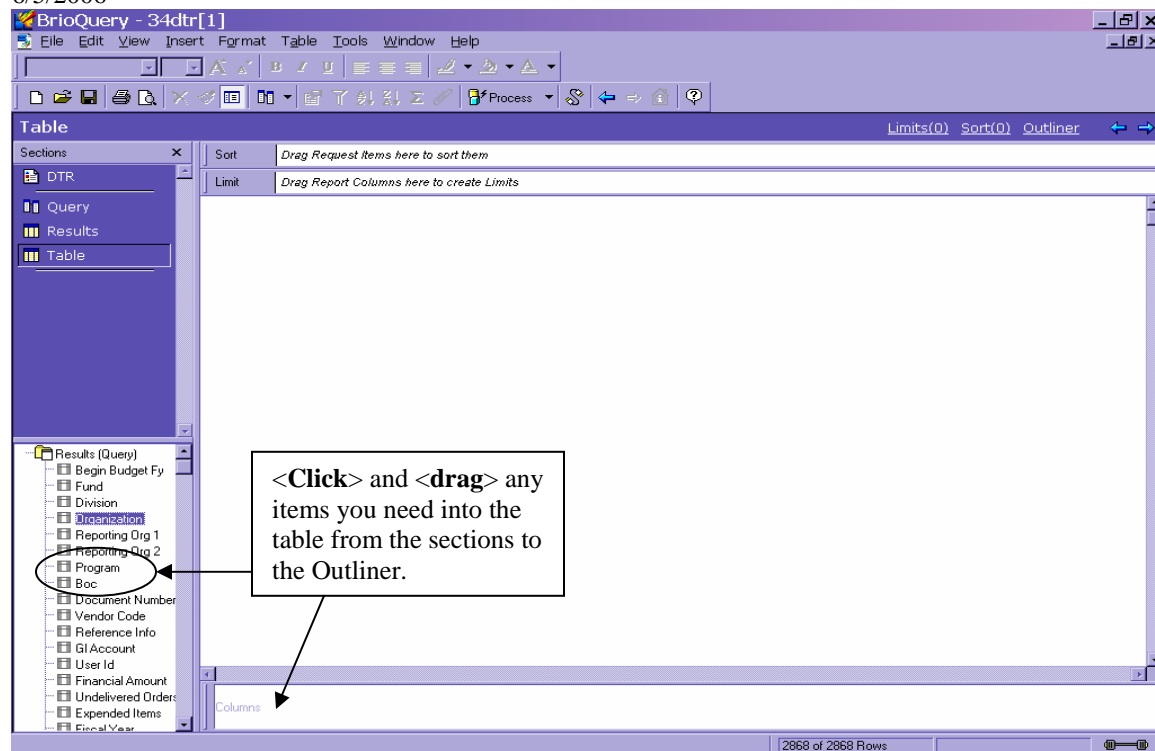
2. This is the Table Section. The section is blank until you move items in from the Results section. <**Click**> on the items in the lower left hand corner and drag them into the outliner.
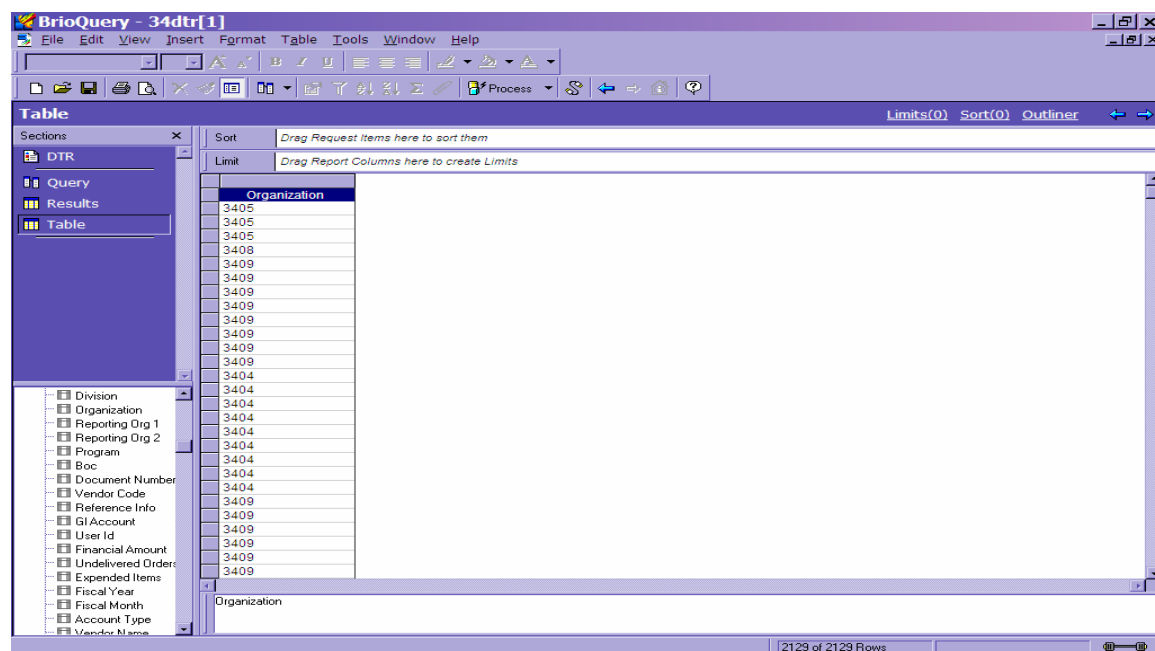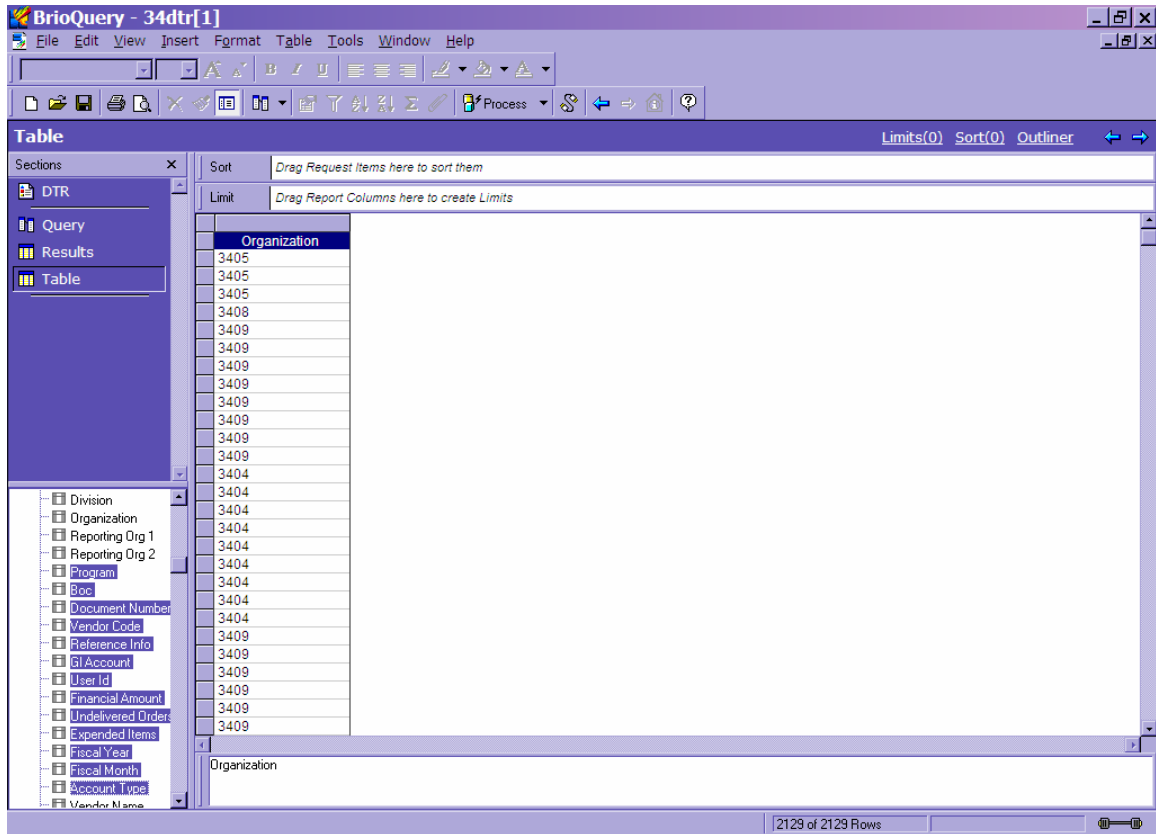
Step 3:

3. You have now added one column to this table.

Step 4:

4. To add more then one item at a time, <**click**> on the **first item** and with the **shift** key <**pressed**> and <**click**> on the last item you need. This will pick up everything in between the first and the last item.

   If you want different items and they are not together, <**click**> on each item individually with the **Ctrl** key <**pressed**> during each click.

Step 5:

5. Once you have brought in everything you need from the results section, you can create a pivot, report or a chart using just this information. This table may be sorted and limited based on what you need for your charts, reports and pivots.

Note: If you create a column in the Results section, you must bring it into your table before you can use it in any pivot, report or chart created off this table. Once a report, pivot or a chart has been created off this Table, you must bring it into your table first before it will be available in your report, chart or pivot.